

Post Title	Port Logistic Superintendent	Salary Grade	G5-4/3
Reporting Officer	Port Logistic Manager	ER 2024 #	1
Department	Cargo Logistic	Location	KPA, Headquarter
Scope of work	The post holder will work under the supervision of the Port Logistic and be responsible for implementing the SOPs of the department. The post holder will also be responsible for the supervision of the Warehouse staff and monitoring the cargo and transport logistics.		
Minimum Qualification Requirement (MQR)	<ul style="list-style-type: none"> • Diploma in Port Operations Management, Marketing Management, Logistic or related discipline • Degree in related fields as mentioned above is an advantage • At least five years working experiences in cargo logistic, port terminal operations or related job. • Must have strong management skills and ability to lead and supervise a team in various shifts when required. • Ability to motivate staff and encourage team work. • Proficiency in Microsoft Office package. • Ability to read, write and communicate both in Kiribati and English. • Excellent communication • Clean police record • Physically and mentally fit • Age preferred is between 30 to 55 years 		
Duties of the Post	<ol style="list-style-type: none"> 1. Work together with the Port Logistic Manager and Port Terminal & Stevedore Superintendent in the planning, implementation and monitoring of port terminal systems, updating cargo logistic data and procedures. 2. Provide the updates on the delivery including the statistical records of containers moving in and out of the port. 3. Coordinate and chair the vessel pre-ops and post ops meetings and ensure that parties to the meeting are well informed. 4. Compile and submit hours of warehouse casuals including staff within three days of the vessel departure. 5. Make regular contacts with consignees with regard to their cargoes stay in the yard or at the warehouse and the storage date deadline. 6. Plans, implements, monitor and evaluate the cargo release system or procedures and ensure that gaps are addressed in the revised system. 7. Ensure that all entries to warehouse cargo database are done promptly by tally clerks and ensure that delivery and collections are done accordingly to the approved logistic plan. 8. Inform the Port Logistic Manager and the Chief Executive Officer on matters relating with over-stayed cargoes. 9. Provide the update lists on cargoes to the Port Logistic Manager and the Chief Executive Officer that are overstayed in the yard and are due to storage for management information. 10. Work together with Custom Officers on the clearance of KPA orders that are arrived at the port. 11. Provide the lists of cargoes to be disposed through public auction for CEO's approval through the Port Logistic Manager. 12. Prepare and submit the department's reports on the progress of cargo 		

	<p>operations, cargo statistics and logistic any time when required by Management or Board.</p> <p>13. Organize and coordinate auctions on storage cargoes from time to time before their expiry dates.</p> <ol style="list-style-type: none"> 1. Provide reports on auctioned items and remaining cargoes to the Port Logistic Manager and Senior Management for appropriate actions. 2. Implement warehouse systems and procedures for the governing of cargoes kept at the warehouse and on the yard. 3. Assist in the preparation of shift roster prior vessel operations. 4. Assist the Port Terminal & Stevedore Superintendent in compiling charges to ship agents after vessel operations. 5. Implement health and safety procedures in the handling of goods moving in and out of the warehouse. 6. Ensure that damaged goods either in containers or at the warehouse are reported promptly by tally clerks and submit the report to Senior Management through the Port Logistic Manager for appropriate actions. 7. Ensure the safety of cargoes under the custody of KPA to ensure they are safe and not exposed to theft and extreme weather conditions that may ended up in unnecessary claims by consignees. 8. Work together with the Human Resource Manager on matters relating with staff attendance/performance issues or advises on the conditions of service. 9. Deals directly with customer complaint and ensure that all complaints are addressed promptly and professionally in consultation with the Port Logistic Manager. 10. Carry out the SPA for staff under the department. 11. Encourage the capacity building of the department staff in liaise with the Human Resource Manager. 12. Performing any other duties that may be assigned by the supervising officer from time to time. 		
Submitted by	HRM	Signature Date	
Approved by	Chief Executive Officer	Signature Date	